

## **OREGON FEDERAL EXECUTIVE BOARD - TOP FIVE ACCOMPLISHMENTS FOR FY 2002**

### **EMERGENCY PREPAREDNESS: KEY ACCOMPLISHMENT – EMERGENCY TABLETOP EXERCISE** – **Homeland Security**

All members of the Oregon FEB Policy Committee (formerly Coordinating Committee) supported continuous inter-agency collaboration on this critical issue. Activities included:

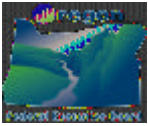
- ? **Reorganizing the Oregon FEB structure** to have the Emergency Preparedness Committee Chair report directly to the FEB Policy Committee, and to discuss operations quarterly;
- ? **Creating a comprehensive Tabletop Exercise for emergency planning, response and recovery** in June for use by all federal agencies throughout Oregon and Washington;
- ? **Field testing the Tabletop Exercise with FEB members in Oregon and Washington and Sharing Best Practices on Continuity of Operations Plans (COOPS) electronically;**
- ? **Distributing the Tabletop Exercise electronically to all 28 Federal Executive Boards** via the Internet following a review of the exercise at OPM's national FEB meeting in July 2002.

### **PRESIDENTS MANAGEMENT AGENDA: KEY ACCOMPLISHMENT- VISION TO ACTION PLANNING** – A 16-hour Strategic Planning Model addressing human capital:

- ? The Oregon FEB's **Administrative Services Committee (ASC) coordinated yearlong information sharing on strategic management of human capital and competitive sourcing.** ASC activities targeted existing employee development and retention, and this focus led to **our 16-hour Vision to Action training program** for agency heads, senior executives and human resource managers in June and August;
- ? The **"Vision to Action" strategic planning model** was also shared with other FEBs during the summer of 2002 as part of an FEB "peer assist" process being tested by FEB Executive Directors;
- ? The **Presidents Management Agenda** was the **focus of the Oregon FEB's Senior Executive Forum in April 2002,** featuring a presentation by Dr. James Thurber, American University, Center for Congressional and Presidential Studies. **Human capital initiatives were also addressed at quarterly ASC meetings** with key presentations by co-chairs Kathy Eaton, Bureau of Land Management and Lynda Stelzer, Bonneville Power Administration and a Transportation Security Administration update by Robert Jackson, TSA, Portland, Oregon.

### **PARTNER WITH COMMUNITY GROUPS: KEY ACCOMPLISHMENT-COMBINED FEDERAL CAMPAIGN (CFC)** – **Merger of two CFCs resulted in 7% rise in donors and dollars:**

- ? The Oregon FEB coordinated the Combined Federal Campaign (CFC) in 17 Oregon and Washington counties and **performed the Local Federal Coordinating Committee (LFCC) functions** for the Columbia River/Willamette Valley CFC. The campaign collected nearly \$1.4 million for 1000 participating charities. The Oregon FEB Executive Director was a member of OPM's National CFC Advisory Council and also served as a presenter at OPM's Regional CFC Workshop in San Francisco, California;
- ? The Oregon FEB **sponsored American Red Cross blood drives,** collecting 175 pints of blood from federal employees and members of the general public in downtown Portland, Oregon;
- ? The Oregon FEB **Minority Business Opportunity Committee** served the owners and employees of small businesses in the FEB service area by distributing a **Marketing Guide to Government Contracting** and participating in the annual Minority Enterprise Development Week activities. These activities **directly addressed the Bush administration initiative on competitive sourcing.**



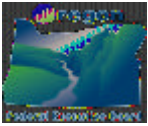
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### **REDUCING COST AND IMPROVING EFFICIENCY: KEY ACCOMPLISHMENT- EMPLOYEE TRAINING AND DEVELOPMENT CURRICULUM** – \$200,000 Tuition Savings:

- ? The Oregon FEB staff designed, developed and/or contracted for several critical **training and employee development programs** to directly serve the needs of member agencies. Programs included the following:
- ? **Public Administration and Policy** – a 30-hour training program for mid-level federal managers and specialists seeking executive/administrative careers in the federal sector;
- ? **Crisis Communications/Media Relations training** (8-hour) for executives and public affairs staff who have direct contact with representatives of print and broadcast media;
- ? **Interpersonal Relations/Team Building Skills training** for work groups and personal emergency planning (8 hours);
- ? **Pre-Retirement Planning – Federal Benefits and Estate Planning Considerations** (12 hours) offered to employees planning to retire from federal service in the next 5-10 years;
- ? **Strategic Planning for human capital** – 16 hour “Vision to Action” training for agency heads, executives and human resource management personnel responsible for employee development and retention;
- ? **Emergency Planning and Continuity of Operations Planning** – a 4-hour tabletop exercise that was designed to initiate inter-agency communication, and coordinated response to any type of emergency or disruption of “normal” agency operations;
- ? The Oregon Federal Executive Board’s **Alternative Dispute Resolution (ADR) program** called “Shared Neutrals” is an inter-governmental partnership between government agencies at all levels and members of private industry. Trained mediators in the Oregon FEB Shared Neutrals program **completed 60 ADR cases in FY 2002** thus avoiding extremely costly employee grievance proceedings for our participating member agencies (actual savings are not being reported).

### **COMMUNICATIONS: KEY ACCOMPLISHMENT-FEB WEB PAGE & COMMUNICATION WITH MEMBER AGENCIES AND STRATEGIC PARTNERS** – Electronic Government:

- ? The Oregon FEB is supporting the Bush administration’s **electronic government initiative**. Our **web page and monthly news and events newsletter** were both redesigned and enhanced during the year. The newsletter is distributed monthly via E-mail and facsimile to over 500 recipients. The web page features an extremely comprehensive section on the Combined Federal Campaign and the Shared Neutrals Program. It also provides direct links to other local/national government entities and
- ? **Bush Administration Initiatives, Oregon FEB programs/activities and member agency services are promoted through the information channels of our strategic partners.** Strategic partners include service providers to help meet the needs of member agency personnel, strategic partners and the public. The United Way, The American Red Cross, other emergency management organizations, OPM’s FEHBP providers and local government entities/private industry members throughout Oregon and Washington. FEB members have daily contact with partners and customer groups.
- ? **Local print and broadcast media received Oregon FEB media releases and/or advertisements** on important programs like the Combined Federal Campaign, National Public Service Recognition Week, the September 11<sup>th</sup> Commemoration Ceremony held at Willamette National Cemetery, and government contract opportunities through Oregon FEB members and/or partners.



## Oregon FEB Policy Committee Officers

**Cathy Callahan:** OFEB Chair, National Labor Relations Board  
**Doni Wilder:** OFEB Vice-Chair, Indian Health Service  
**Lynda Stelzer:** Administrative Services Committee Co-Chair Bonneville Power Administration  
**Kathy Eaton:** Administrative Services Committee Co-Chair Bureau of Land Management  
**Harry T. Hall:** Combined Federal Campaign Chair, Federal Energy Regulatory Commission

### *At Large Members:*

**Randy Crockett,** Social Security Administration; **Lucy Devenney,** Willamette National Cemetery;  
**Phil Gentry,** Small Business Administration; **Janice Goodwin,** National Agricultural Statistics Service; **Bob Graham,** Natural Resources Conservation Service; **Captain Paul Jewell,** U.S. Coast Guard; **Lt. Col. Charles Markham,** U.S. Army Corps of Engineers; **Roy Roosevelt,** U.S. Forest Service.

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## Sub Committees/Chairs

The first four of the sub-committees below are part of the FEB Administrative Services Committee. Emergency Preparedness, Public Affairs and community service, represented by the Combined Federal Campaign, are stand-alone committees. See the accompanying FEB organization chart for clarification.

### *Alternative Dispute Resolution /Shared Neutrals (mediated employee disputes):*

**Chair: Fran Petersen,** Bonneville Power Admin., (503) 230-5860

### *Collaborative Recruitment:*

**Chair: Shelia Casey,** Bureau of Land Management (503) 808-6060

### *Collaborative Retention/Employee Development:*

**Chair:** Staffed by Ron Johnson and Jeff Sargent

### *Minority Business Opportunity Committee:*

**Chair: Tyrone Henry,** Portland Development Commission, (503) 823-3315

### *Emergency Preparedness:*

**Chair, Les Miller,** U.S. Army Corps of Engineers (503) 808-4400

### *Public Affairs:*

**Chair: Beth Ann Steele,** Federal Bureau of Investigation (503) 552-5238

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## OFEB Staff

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